

## **EXHIBIT E – TECHNICAL PROPOSAL DATA**

**Offerors are cautioned to read sections 00800 through 01700 of the solicitation documents before completing Exhibit E as your answers must meet the minimum requirements found in these sections.**

**Offerors are strongly encouraged to review the evaluation information found in Section 00120 as they complete their Exhibit E.**

Each question should be covered in sufficient detail to clearly address all required information. Answer questions in order presented. You are NOT limited to the space provided; use as much space as necessary to provide answers. It is advisable to state the question then give the answer. This will aid in the evaluation.

In the event you reference another document or part of the proposal you must be clear as to where the information can be found to answer the particular question(s). Such statements as see Company profile or see Safety Plan are not acceptable. You must indicate on what page of the proposal the answer can be found in the referenced document. Failure to do so may make your proposal non-compliant.

The Project Management data is obtained for the purpose of evaluating technical capability in performance of future task order projects. The offeror is required to provide required information to show experience and capability to manage multiple disciplined projects.

### **1. CAPABILITY AND EXPERIENCE:**

1A. Describe your experience and capability in managing general construction projects, and medical health care facility construction projects that require multi-discipline skills to perform, for the range of dollar levels associated with this MATOC, and in the locations covered by the MATOC you are responding to. This description must include your experience and capability in managing multiple contracts at one time. (Why are you a good candidate for receiving an award?)

1B. This contract requires short notice site visits/proposal meetings, normally within 2 calendar days, but can be as short as 2 hours (120 minutes - Consider reporting to the facilities covered by this MATOC solicitation). How will you ensure compliance with these requirements?

1C. Explain in detail how you will perform the minimum percentage required (15% GC) with your own forces. (See Exhibit F-1 for what can/cannot be included.) Note: An offeror who has the capability to perform both as a General contractor and self-perform a major element of construction, for example, Plumbing, HVAC, Electrical, Roofing or Painting, may be afforded additional consideration in the evaluation. You should address your general self-performance capability here as well as demonstrate it in the calculations on the Exhibit(s) F-1.

1D. Provide a letter from your surety company addressing ability to obtain bonding and the limits of bonding capacity to include per project and aggregate. NOTE: Offeror shall have sufficient bonding capacity for the range of task orders from \$2k - \$10M. Failure to submit surety letter or failure to have the necessary bonding capacity will disqualify an offeror for award consideration.

**2. ORGANIZATION:**

2A. Provide as an attachment an Organizational Chart listing company personnel and their roles. (Titles) (Attachment #1)

2B. Provide names, duties and levels of responsibility of key personnel to include the Project Manager, Site Superintendent(s), Quality Control Manager, Safety Manager and Infection Control Manager. Indicate to whom the Quality Control, Safety and Infection Control Managers report. (Lines of authority)

2.B.1. If the individuals are already assigned to other major projects, explain how they will be made available for this effort; and

2.B.2. If the individual is not employed by the offeror at the time of the submittal, has the individual given the offeror a firm commitment to accept the position if the offeror is awarded the contract.

2C. Provide a list of the in-house trades that you employ. Provide the number (not names) of these employees and if they are full-time, part-time etc.

2D. If applicable, describe the support and interface with your home office or corporate headquarters for such aspects as financial, management and technical support.

**3. KEY PERSONNEL:**

3A. Discuss the education, training, certification, licenses, professional awards, and any other related experience in managing construction projects of the key personnel listed in 2B. (A resume should be submitted if it provides this information.) (Attachment #2)

3B. Provide list of major subcontractors and their trades that you intend to use on these projects. (These also should have been listed on Exhibit A and there must be an Exhibit B in the proposal for the named subcontractors or they will not be considered.)

3C. Tell us if your team has worked together in the past. If yes, on what kind of jobs? Also tell us if you have worked with the major subcontractors proposed in the past. If yes, on what kind of jobs?

**4. SCHEDULING METHODOLOGY:** Adequate scheduling processes are necessary to ensure completion and control of the project from beginning to the end of the project.

4A. Discuss your scheduling capabilities. Include such things as programs and staff to do scheduling.

4B. Include a schedule for the seed project. Use a Notice to proceed date of April 25, 2014. Offerors shall provide the schedule in CPM format to demonstrate capability project (reference Section 01000 paragraph 1.16.). If the seed project is less than \$1M, an offeror may provide a sample CPM from a previously completed project to demonstrate capability but must also provide a schedule for the seed project.

**5. QUALITY CONTROL:** (In addition to the information required in this question, information on personnel, duties, responsibilities and lines of authority provided in response to questions 2 and 3 will be used in the evaluation of Quality Control.)

5A. Discuss how quality issues will be dealt with on various types of construction projects. The discussion should adequately detail your policy with regard to Quality Control and how you intend to achieve acceptable standards. Include in the discussion as a minimum, meetings, inspections, submittal reviews, correction of non-compliant work and how you intend to ensure non-reoccurrence and reporting of quality problems to Government officials. (Note: A full Quality Control Plan will be required if you are awarded a contract and is NOT required with the proposal. If you do provide a plan, indicate if it is a draft for this contract or a sample from another project. Also, provide on this form the page numbers where the required information (list of minimum information above) can be found. If you fail to follow these instructions, your proposal may not be adequately evaluated.)

5B. Provide the names of testing laboratories to be used and the procedures for test data reporting.

5C. Discuss your procedures for contract closeout (Punch list, as built, etc.).

## **6. SAFETY:**

6A. Discuss your Safety Program in general, and provide as a minimum, details on training, documentation, work activity safety measures, emergency response measures, and your plan to ensure adherence to OSHA Standards. Include documentation regarding the successful training of personal in accordance with OSHA requirements (i.e., 30-hour or 10-hour completed OSHA training) as well as relevant information regarding any safety accidents or violations and corrective action taken or demonstrates no documented violations.

6B. Submit the following information pertaining to your past Safety and Environmental record.

1. A self-certification on company letterhead that the bidder/offeror has no more than three (3) serious, or one (1) repeat or one (1) willful OSHA or any EPA violation(s) in the past three (3) years. Bidders shall submit copies of their OSHA logs (OSHA's Form 300A) for the past three (3) years with their bid. If the firm has not been in business for a full three years, then they shall submit their OSHA logs for the history of the firm.
2. Information regarding their current Experience Modification Rate (EMR) equal to or less than 1.0. This information shall be obtained from the bidder's/offeror's insurance company and be furnished on the insurance carrier's letterhead.

Self-insured contractors or other contractors that cannot provide their EMR rating on insurance letterhead must obtain a rating from the National Council on Compensation Insurance, Inc. (NCCI) by completing/submitting form ERM-6 and providing the rating on letterhead from NCCI. Note: Self-insured contractors or other contractors that cannot provide EMR rating on insurance letterhead from the states or territories of CA, DE, MI, NJ, ND, OH, PA, WA, WY, and PR shall obtain their EMR rating from their state run worker's compensation insurance rating bureau.

6C: Submit a completed Exhibit D – Construction Safety.

(Note: A full Safety Plan will be required if you are awarded a contract and is NOT required with the proposal. If you do provide a plan, indicate if it is a draft for this contract, a sample from another project or a corporate plan. Also, provide on this form the page numbers where the required information (listed

above) can be found. If you fail to follow these instructions, your proposal may not be adequately evaluated.)

6D: Discuss the steps you took to promote safety during construction during the past three (3) years.

**7. INFECTION CONTROL:**

7A. Discuss your ability to comply with the requirements for Infection Control as outlined in the attached document titled: Infection Control Guidelines. (Note: A full Infection Control Plan will be required if you are awarded a contract and is NOT required with the proposal. If you do provide a plan, indicate if it is a draft for this contract, a sample from another project or a corporate plan. Also, provide on this form the page numbers where the required information (listed above) can be found. If you fail to follow these instructions, your proposal may not be adequately evaluated.)

7B. Discuss the steps you took to promote infection control during construction during the past three (3) years.